GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Public Services – Personal Files – Annual Confidential Report to the Government Employees of the cadre of Group-I, Equivalent cadre and above level officials – Introducing Online Portal – Approved – Orders – issued.

GENERAL ADMINISTRATION (SER-C) DEPARTMENT

G.O.Ms.No.103. **Dated:27.09.2023.**

Read the following:-

1) G.O.Ms.No.1385, G.A. (Ser.C) Dept., dt.31-10-1961.
2) G.O.Ms.No.144, G.A. (Ser.C) Dept., dt.25-04-1998.
3) G.O.Ms.No.145, G.A. (Ser.C) Dept., dt.25-04-1998.
4) G.O.Ms.No.87, G.A. (Ser.C) Dept., dt.24-03-2003.
5) G.O.Ms.No.580, G.A. (Ser.C) Dept., dt.12-10-2011.
6) G.O.Ms.No.80, G.A. (Ser.C) Dept., dt.23-08-2022.

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ORDER:

In the G.O. first read above, certain consolidated instructions were issued for maintenance and scrutiny of confidential reports.

2. In the G.Os. second to fifth read above, orders were issued modifying the Format of Annual Confidential Reports of Gazetted Officers / Non Gazetted Officers from time to time.

3. In the G.O. fourth read above, orders were issued, adding a column to the existing modified Annual Confidential Reports to intimate "Date of submission of Annual Property Returns Statement pertaining to the year" in Part-II of Form-A as Item-10(a) in Gazetted Officers format and as Item-15(a) in Non-Gazetted Officers format.

4. Government felt that by introduction of online ACR system it will have advantages i.e. time lines are ensured, accountability is fixed both on the Officers reported up on and also on the Reporting, Countersigning and Accepting (HODs) authorities, Officers reported upon need not move around, Transparency is maintained, Subjectivity is minimised, Revised Format gives scope for overall categorical assessment of the Officers reported upon which are required for effecting promotions.

5. In the G.O. sixth read above, orders were issued, constituting a Committee as to study the existing ACR format and to submit a report along with a revised ACR format duly bringing forth a mechanism for online portal of Annual Confidential Reports to the Government employees.

6. Accordingly, the Committee has held the 1st meeting on 30.08.2022. After due deliberations, the Committee has prepared and submitted Online ACR Format to the Government for the Government Employees of the cadre of Group-I & Equivalent cadre and above level officials. A consultative meeting was held on 30.06.2023 with Office Bearers of Group-I and equivalent cadre Associations and obtained their views.

(PTO)

7. After careful examination of the matter, Government hereby approve the Online ACR Format as submitted by the above said Committee and also introduce Online system on the basis of electronic submission through the above said ACR Format known as PAMS-GI (Performance Appraisal Management System for Group-I and equivalent Officers) for the Government Employees of the cadre of Group-I and Equivalent cadre and above level officials from the financial year 2023-24 onwards.

8. In this regard, the following instructions are issued:-

(i) The object of the ACR is to assess as nearly as possible how far each officer is physically, mutually and morally suitable for his office. When he is able to apply intelligently the law, rules, practices and procedure applying to the work within his usage, his treatment of his sub-ordinates, his behaviour to his superiors and colleagues in other departments and finally with the public.

(ii) The Electronic Annual Performance Appraisal Report otherwise known as ACR is an online system based on the comprehensive performance appraisal dossier that is maintained for each officer of Group I and equivalent and above level by the State Government.

(iii) The aim of Online system is to facilitate the electronic filing of Performance Appraisal Report (ACR) by the officers in a way that is not only user friendly but also allows to fill from anywhere anytime as per their convenience.

(iv) PAR filing process starts at the beginning of the financial year and follows the workflow as per time lines fixed. Each Secretary of administrative Department in Andhra Pradesh Secretariat is made responsible to act as custodian for the maintenance of PAMS-GI for their officers under its control. Senior most Middle Level Officer (MLO) dealing Office Procedure (OP) or if more than one HoD is under control of the administrative department, then the subject dealing Middle Level Officer (MLO) of the administrative Department in Andhra Pradesh Secretariat is designated as Manager/Custodian of PAMS-GI of Heads of Departments concerned and other Subordinate offices under control of the Secretariat Department.

(v) The designated Middle Level Officer acting as Manager/Custodian for PAMS-GI shall create workflow of the individual officer of his/her administrative department and further generates the PAR of the respective officers and sends the blank PAR through online system to the individual officer for the period of every succeeding financial year.

(vi) All officers as specified (Group I and equivalent and above level) shall fill the Part-I of the PAR format electronically within the prescribed time limit for the submission to his/her next level Reporting officer.

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(vii) Once the PAR is filled electronically and submitted to the Reporting officer as per workflow, the Reporting officer should assess the officer reported upon as per the assessment criteria shown in the Part II & III of the PAR Format and thereby it should be submitted for the Reviewing authority within the time line specified.

(viii) Finally the Reviewing authority shall fill his/her remarks in the Part IV of the PAR format and it should be digitally approved. The Reviewing authority should ensure that the finished PAR ultimately moves to the Manager/Custodian of the PAMS-GI of respective department.

(ix) In the first instance, every officer as specified above shall fill in all the particulars shown in the part I of the PAR Format and submit the same to the concerned Reporting officer by 30th of April for the period of succeeding financial year that is from April 1st to 31st March.

(x) Thereby the Reporting officer shall appraise the officer reported upon specified in the Part II & III of PAR Format through online system (every year) and forward the same to the next level concerned Reviewing authority by 31st May positively.

(xi) On receipt of the PAR from the concerned Reporting Officer, the Reviewing authority shall fill in the particulars as shown in the Part IV of the PAR Format and forward the same by 30th June to the designated Manager/Custodian of the administrative department.

(xii) As far as the period of financial year 2022-23 is concerned, the following times are fixed which are applicable for this period only.

(a) Officers being reported upon shall fill in all the particulars shown in Part I of PAR Format and submit to the Reporting officers concerned by 31.10.2023.

(b) Reporting officers shall appraise the officers reported upon as per Part II & III of PAR Format and forward the same by 30th November 2023 to the next level concerned Reviewing authority.

(c) The Reviewing authority shall fill in the particulars as shown in the Part IV of PAR Format and forward the same by 31.12.2023 to the designated Manager/ Custodian of PAMS-GI of respective administrative department.

(xiii) However the other instructions issued from time to time vide references read above in connection with maintenance of personal files/ ACRs stand in force and shall be followed without fail.

9. A Model ACR Format and user manual is enclosed as Annexure to this order for ready reference.

10. All the Departments of Secretariat, Heads of Departments, District Collectors and Competent Authorities shall take necessary action in the matter accordingly.

(PTO)

11. This order is available in Online and can be accessed at www.apegazette.cgg.gov.in.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

Dr.K.S.JAWAHAR REDDY
CHIEF SECRETARY TO GOVERNMENT

To
All Departments of Secretariat.
All Heads of Departments.
All District Collectors.
All Service Sections in General Administration Department.
General Administration (SC.F) Department.
The CEO, APCFSS, Mangalagiri. (with a request to update as per above orders and maintain the website)

Copy to:-
The Director General, Anti-Corruption Bureau, AP, Vijayawada.
The Secretary to Vigilance Commissioner, APVC, Velagapudi.
P.S. to Spl.C.S. to C.M., C.M's.Office.
P.S. to C.S.
P.S. to Secretary (Ser & HRM).
SF/SC.

//Forwarded:: By order//

SECTION OFFICER

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Annexure to G.O.Ms.No.103, G.A.(Ser.C) Dept., dt.27/09/2023

F o r m –A
P A R T – I
(TO BE FILLED BY THE OFFICER REPORTED UPON)

1. Personal details :
2. Duties /Responsibilities in brief :
3. Annual work plan :

Sl. No.	Description of work/ activities	Physical target	Financial target	Physical assessment	Financial assessment

4. Shortfalls if any:

Sl. No.	Description of shortfall	Impact

5. Details of outstanding achievements:

Sl. No.	Significance of the work/ activity	Outcomes
1		
2		

6. Indicate awards / rewards

Sl. No.	Description of the award/reward	Occasion if any	Specify the authority	Date of award/reward

Contd...

7. Details of punishments if any:

Sl. No.	Type of punishment Major/Minor	Disciplinary authority	Description of punishment	Procds No. & date

8. Details of trainings under programme:

Sl. No.	Name of training programme	Duration	Indicate the name of training institution

9. Date of submission of APR:

10. Reporting Officer

11. Remarks

12. Acceptance

Contd...

F O R M – A
Part-II

Numerical grading is to be awarded by reporting and reviewing authorities which should be on a scale of 1-10, where 1 rates to the lowest grade and 10 to the highest.

(A) Assessment of work output (Weightage to this Section would be 40%)

		Grades by Reporting Authority	Revised Grades by Reviewing Authority (if doesn't agree with col.2)	Initial (digital sign) of Reviewing Authority
i)	Accomplishment of planned work / work allotted as per subjects allotted			
ii)	Quality of output			
iii)	Analytical ability			
iv)	Accomplishment of exceptional work/unforceseen tasks performance			
v)	Overall Grading on 'Work Output'			

(B) Assessment of personal attributes (Weightage to this Section would be 30%)

		Grades by Reporting Authority	Revised Grades by Reviewing Authority (if doesn't agree with col.2)	Initial (digital sign) of Reviewing Authority
i)	Attitude to work			
ii)	Sense of responsibility			
iii)	Maintenance of Discipline			
iv)	Communication skills			
v)	Leadership qualities			
vi)	Capacity to work in team spirit			

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vii)	Capacity to adhere to time-schedule			
viii)	Inter-personal relations			
ix)	Overall bearing and personality			
	Overall Grading on 'Personal Attributes' {Total (i to ix)}			

(C) Assessment of functional competency (Weightage to this Section would be 30%)

		Grades by Reporting Authority	Revised Grades by Reviewing Authority (if doesn't agree with col.2)	Initial (digital sign) of Reviewing Authority
i)	Knowledge of Rules / Regulations / Procedures in the area of function and ability to apply them correctly			
ii)	Strategic planning ability			
iii)	Decision making ability			
iv)	Coordination ability			
v)	Ability to motivate and develop work culture among subordinates			
vi)	Initiative			
vii)	Proficiency in working on computer			
viii)	Over Grading on 'Functional Competency' {Total (i to vii)}			

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PART-3

GENERAL

1. Relations with the public (wherever applicable)-

(Please comment of the officer's accessibility to the public and responsiveness to their needs)

2. Training

(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer)

3. Initiative

4. Integrity

(Please comments on the integrity of the officer)

Contd...

5. Pen Picture by Reporting Officer (in about 100 words) on the qualities of the Officer including area of strength and lesser strength extraordinary achievements, significant failures and attitude towards weaker sections

6. Grading

Overall numeral grading (Outstanding/ Very Good/ Good/ Satisfactory/ Poor) on the basis of weightage given in Section-A and Section-C in Part-3 of the Report (An officer should not be graded outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out)

Signature of the Reporting Officer

Place_____

Name in Block Letters _____

Designation _____

Date_____

(During the period of Report)

Contd...

PART-4

REMARKS BY REVIEWING OFFICER

1. Length of Service under the Reviewing Officer

2. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 & Part-4? {Ref.Part-3 & Part-4(5)} In case you do not agree with any of the numeral assessments of attributes please record your assessment in the column provided for you in that Section and initial your entries.

3. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

4. Pen Picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the Officer including area of strength and lesser strength and his/her attitude towards weaker sections.

Contd...

5. Overall numerical grading on the basis of weightage given in Section-A, Section-B and Section-C of the Report.

Place:

Date:

Signature of the Reviewing Officer

Name in Block letters_____

Designation_____

(During the period of Report)

Dr.K.S.JAWAHAR REDDY
CHIEF SECRETARY TO GOVERNMENT

//Forwarded:: By order//

SECTION OFFICER